

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. M-232

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Agency

Cumberland Police Department
20 Bedford Street
Cumberland, MD 21502

Division/Unit

Administration

Item No.	Description	Retention
1.	GENERAL CORRESPONDENCE – Subject arrangement of original letters, copies of outgoing letters, memorandums, studies, reports, police and other materials related to the administration of the agency.	Screen Annually and retain permanently any material that serves to document the origin, development, functions and accomplishments of the agency. Transfer periodically to the State Archives. Destroy other material no longer needed for current business.
2.	GENERAL ACCOUNTING RECORDS – Files containing office copies of goods received, memoranda, billing invoices, expense/travel reports, requisitions, petty cash vouchers, mileage reports, direct payment forms, paid bills, ticket books, purchase orders, deposit slips, receipt books, etc.	Official record maintained by City of Cumberland Finance Department. Destroy non-record copies when no longer needed for current business.
3.	PAYROLL – Contains copies of time sheets, originals of overtime slips	Retain for one (1) year, unless superseded by grant restrictions, then destroy.
4.	DEPARTMENT PERSONNEL FILES – Files contain information on current employees. Files may contain, but not limited to, evaluations, training records, summary of disciplinary actions, complimentary letters, awards, promotional process results, officer injury reports, psychological and physical exam results, correspondence pertaining to medications taken by employees, etc.	Screen annually and destroy that material no longer needed for current reference. Retain until separation, then transfer to Former Employee Personnel File.
5.	BACKGROUND INVESTIGATION FILES – Files maintained on current employees that contain information compiled through the hiring process. Includes, but not limited to, application, employment, reference, neighborhood, criminal and credit checks, copies of birth certificates, driver's license, high school diploma and transcripts and investigative summary report, etc.	Retain for five (5) years after separation, then destroy
6.	IA FILES – Contains investigative information and report, action taken and related correspondence on complaints filed, internally and externally, against employees.	Retain for five (5) years after separation, then destroy

Schedule Approved by Department, Agency, or Division Representative.

Date 12/01/2008


Signature 

Typed Name Charles H. Hinnant

Title Chief of Police

Schedule Authorized by State Archivist

Date 5/18/09

Signature 

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7.	EMPLOYMENT APPLICATION & SELECTION FILES – Contains all applications, correspondence, testing results and information related to the hiring process for those NOT hired.	Applications not considered are retained for one (1) year, then destroyed. Applicants who go through the process, but are not hired, are maintained for three (3) years, then destroyed.
8.	SPECIAL ASSIGNMENT PROCESS FILES – Contains all information pertaining to advertisement, resumes, interviews, tests, scoring, and other applicable testing criteria and selection decision.	Retain for three (3) years after conclusion of process, then destroy.
9.	PROMOTIONAL PROCESS FILES – Filed by rank and date. They contain copies of professional resumes, tests, and supervisory appraisals on candidates for potential promotion. Access is limited to member's Supervisor and Administrative Staff.	Retain for five (5) years after list expires, then destroy.
10.	BUDGET – Contains information pertaining to the finances of the department and is used for the daily operation of the department.	Retain annual submissions for five (5) years, then destroy.
11.	STATISTICAL REPORTS – Monthly, quarterly (if applicable) and annual reports of productivity.	Retain annual statistical reports permanently and transfer periodically to the Maryland State Archives. Retain monthly and quarterly reports for five (5) years, then destroy. Retain UCR reports for one (1) year, then destroy.
12.	DISSEMINATION LOGS – (CJIS) Records of all criminal history record information that is released.	Retain three (3) years, then destroy.
13.	TOWED VEHICLE RELEASES – Report of vehicles towed then released. Information contains date, incident report number, tow company, location requesting and releasing officer.	Retain one (1) year, then destroy.

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14.	MISCELLANEOUS FILES – Includes, but is not limited to, teletypes sent to the department, bulletin board notices, cease and desist notices, no trespassing notices, and press releases.	Retain for one (1) each, then destroy except press releases, which will only be retained thirty (30) days, then destroyed.
15.	M/V CRASH REPORTS – Reports and photographs for all M/V Crashes investigated.	Retain hard copy for five (5) years, then destroy.
16.	STATE OF MARYLAND TRAFFIC CITATIONS – File includes a single copy of each State traffic citation issued.	Retain hard copy for three (3) years after issue, then destroy.
17.	CITY OF CUMBERLAND TRAFFIC WARNINGS – File includes single copy of City traffic warning issued.	Retain hard copy for one (1) year after issue, then destroy.
18.	JUVENILE ARREST FILES –To include, but not limited to, forms and other paperwork with name, address, arrest number, height, weight, sex, race, occupation, school, scars, place of birth, date of offense, Incident Report number, charge and disposition. May also include one or more fingerprint cards and photo of subject.	Retain for twelve (12) years, then destroy.
19.	ADULT ARREST FILES - To include, but not limited to, forms and other paperwork with name, address, arrest number, height, weight, race, sex, hair, complexion, social security number, occupation, school, scars, place of birth, date of offense, Incident Report number, charge, disposition, driver's license number, tracking number and officer. May also include one or more fingerprint cards and photo(s) of subject.	Retain until deceased or for seventy-five (75) years, whichever comes first, then destroy.
20.	DWI ARREST FILES – Includes original reports of DR-15A, Advise of Rights, Alcohol Influence Report and citations	Retain for three (3) year after adjudication of case, then destroy.
21.	EXPUNGED RECORDS – Files expunged by Court Order are sealed and placed in separate file cabinet. All reference to include photo, print cards, arrest card, arrest sheet and report if applicable.	Retain sealed files for three (3) years after Expungement date, then destroy.

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22.	CRIMINAL/CIVIL CITATIONS – Include DC/CR45 and DC/28	Retain hard copy for three (3) years after issue, then destroy.
23.	OPEN FILE CASES – Criminal cases that have either been suspended or awaiting information to continue the case.	Retain until closed or seventy (75) years, then send to State Archives.
24.	UNIFORM COMMITTEE – Information discussed at monthly meetings.	Retain for three (3) years, then destroy.
25.	RISK MANAGEMENT COMMITTEE – Information discussed at committee meetings.	Retain for three (3) years, then destroy.
26.	FORMER EMPLOYEE PERSONNEL FILES - Files contain information on current employees. Files may contain, but not limited to, evaluations, training records, summary of disciplinary actions, complimentary letters, awards, promotional process results, officer injury reports, psychological and physical exam results, correspondence pertaining to medications taken by employees, etc.	Retain items for ten (10) years after separation, then destroy. Exception: Former Chiefs' files are permanent. Retain until death of former Chief, then transfer to the Maryland State Archives.
27.	INDIVIDUAL PERSONAL TRAINING FILE – Includes, but is not limited to, Certificates and Documentation of all Entrance Level, In-Service and Firearms training.	Retain items for five (5) years after separation, then destroy.
28.	OFFICER'S EQUIPMENT INVENTORY – Inventory of issued equipment; weapon(s) and serial number(s), radio, handcuffs, clothing, etc.	Retain inventory for three (3) years after separation, then destroy.
29.	INTERNAL INSPECTION PROCESS – List of items, to include, tasks and various functions of the police department, which must be inspected during a predetermined time frame to ensure compliance with the standard in place for each item. Computer document will serve as the working portion of the process with a hard copy being maintained in the Chief's Office at the end of each year.	Retain for three (3) years, then destroy.

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30.	TRAINING INFORMATION – Includes, but not limited to, Lesson Plans, completed tests and initial sheets of firearm qualification scores	Retain for three (3) years after Lesson Plan replaced, then destroy.
31.	DOMESTIC VIOLENCE LETHALITY FORMS – First responders screening forms for Domestic Violence Q/A sheet.	Retain for three (3) years, then destroy.
32.	TRAINING CORRESPONDENCE – Correspondence pertaining to legal issues and other information for Training on TASER, LASER, RADAR, Body Armor and other related items	Retain for three (3) years, then destroy.
33.	TRAINING SCHEDULE/LOG (TACTICAL TEAM) – Training schedule is made for upcoming year / Log indicates topic taught, date, instructor, location and attendance.	Retain for three (3) years, then destroy.
34.	INDIVIDUAL EQUIPMENT INVENTORY (TACTICAL TEAM) – Inventory of all specialized equipment issued/assigned to individual member of the Tactical Team.	Retain for individual member, once member is inactive for 3 years, destroy
35.	TEAM EQUIPMENT INVENTORY (TACTICAL TEAM) – Inventory of all equipment assigned to / or purchased for the tactical Team.	Retain forms for five (5) years, then destroy.
36.	TACTICAL AND K9 TRAINING RECORDS – Duplicate records kept by Training Office of TACTCAL and K9 in-service training.	Retain for three (3) years once Officer is inactive, then destroy.
37.	CRIMINAL BACKGROUND CHECKS – Applications and letter for Background Checks completed for Federal, State and local agencies.	Retain for three (3) years, then destroy.